TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Payment Reminder Letter

Dear **[NAME]**

Our records indicate that invoice **[#]**  is currently outstanding. Payment in the amount of **[$]** was due one week ago.

If you would look into this we would very much appreciate it.

We know that life can be busy, and details can be missed.

**I**f there’s anything we can do to facilitate payment, please let us know.

You have any questions we’re happy to answer them. You need another copy of the invoice just let us know.

Sincerely,